

CHANCELLOR'S STAFF EXCELLENCE AWARD CASH AWARD \$1,000

IMPORTANT UPDATE:

All College Conference Day Re-Scheduled for Spring Semester 2009.
Deadline for Staff Excellence Award Submissions Extended
Through January 15, 2009.

Houston Community College Chancellor Dr. Mary Spangler has established the Chancellor's Staff Excellence Award to recognize HCC staff members (with a minimum of five years service) who have provided exceptional assistance that goes beyond their expected high-quality job performance. HCC employees are invited to nominate any full-time staff member whom they believe has made excellent contributions or suggestions that have significantly improved HCC's operations, work environment, or service to students. To be considered for the award, the nomination must meet the criteria stated below. All selections will be made by the Chancellor's Staff Excellence Award Committee, which is composed of staff members from each HCC campus. Winners will receive a \$1,000 cash award and recognition at the annual All College Conference Day.

Evaluation Criteria:

1. Any full-time staff member with 5 years of service at HCC may be nominated.
2. Successful candidates will have made contributions to HCC that have exceeded their job description requirements. Examples of such contributions include efforts or suggestions that have improved service to students, HCC operations, or the HCC work environment.

Award:

Winners will receive recognition and a \$1,000 cash award. Awards will be presented during the annual All College Conference Day, which has been rescheduled for spring 2009. Notification of the new event date will be shared with all faculty and staff as soon as it is available.

Required Documents (to be included in an application packet):

- A resume of work history with HCC. Include any special initiatives, service, suggestions or contributions that benefited the college, its employees, and/or its students.
- Three letters of support, one of which must be from the nominee's supervisor. Support letters should be addressed to the Chancellors' Staff Excellence Awards Committee.
- The packet should include a one-page statement from the nominee expressing why he/she chooses to have a profession in higher education.
- The packet should also include the nominee's formal job description as approved by HR.

Deadline:

Completed information packets must be hand delivered to the HCC Foundation office, 12th floor, 3100 Main, MC 1148, no later than January 15th, 2009 at 4:00 p.m. Please place completed packet in 10x13 clasp envelope with nominee's name and college on the outside of the envelope.

Selection Process:

1. The recommended selection process will be determined by the Chancellor's Staff Excellence Awards Committee.
2. Any full-time staff member may apply or be nominated.
3. After the deadline, the Awards Committee will collect the nomination packets from the HCC Foundation office and meet to review the nominations and select the candidates who will receive the awards.

For additional questions, please contact Sherry Howell, Chair, Chancellor's Staff Excellence Awards Committee, at sherry.howell@hccs.edu or 713-718-8494

